



WALTON COUNTY BOARD OF COMMISSIONERS

Human Resources

303 S. Hammond Drive, Suite 331 - Monroe, GA 30655
Office: 770-267-1329 ~ Fax: 770-267-1415 ~ Email: hr.resume@co.walton.ga.us
Monday – Friday 8:00 a.m. – 5:00 p.m.

JOB OPPORTUNITY

Internal and External Notification

WALTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE: Customer Service Representative FY16-05

DEPARTMENT: Water Department

ENTRY SALARY: \$11.55 – per hour, plus benefits

PAY GRADE: 8

REQUIREMENTS: Perform a variety of administrative, secretarial and clerical duties to issue and collect payments for services provided by the Walton County Water and Sewer Authority. Performs basic secretarial duties to assist in completing daily office operations. Provides information and assistance to all customers of the Authority.

MINIMUM QUALIFICATIONS: High school diploma or GED with a minimum of one year experience performing various administrative and general bookkeeping tasks; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must have the ability to maintain confidentiality to sensitive information.

DEADLINE FOR APPLICATIONS: 5:00 PM – July 27, 2015

REPLY TO: Walton County Human Resources – 303 S. Hammond Drive, Suite 331 - Monroe, GA 30655.

POSTED: 07/14/2015